

Document No. 6

NO CHANGE in Class. ☒ ~~CONFIDENTIAL~~

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Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 21 MAR 1978 By: 026

14 April 1952

TO: Assistant Director
Office of Collection and Dissemination

FROM: [REDACTED] Organization and Methods Examiner

SUBJECT: Report on Office of General Counsel, Area
Top Secret Control Office

1. PROBLEM: Review of operating methods of the Area Top Secret Control Office, Office of the General Counsel, for the purpose of insuring compliance with basic Agency regulations and establishing uniform operating methods throughout CIA.

2. INCLUSIVE SURVEY DATES: 14 April 1952

a. Area Top Secret Control Officer: [REDACTED]
Alternate Top Secret Control Officer: [REDACTED]

b. Contract Sub-Station, located in "j" Building and serving three people, has not received any Top Secret items since a new Control Officer was appointed and indoctrinated in February, 1952. Hence, this sub-station was not visited by the examiner.

3. FACTS BEARING ON THE PROBLEM:

a. Obvious Departures from Basic Agency System:

(1) The last column of the weekly log has been used to indicate internal distribution within the Area. The examiner suggested that, in the future, internal distribution should be shown on the line below the subject and the last column should be reserved for listing of the document's location at the end of the week covered by the log.

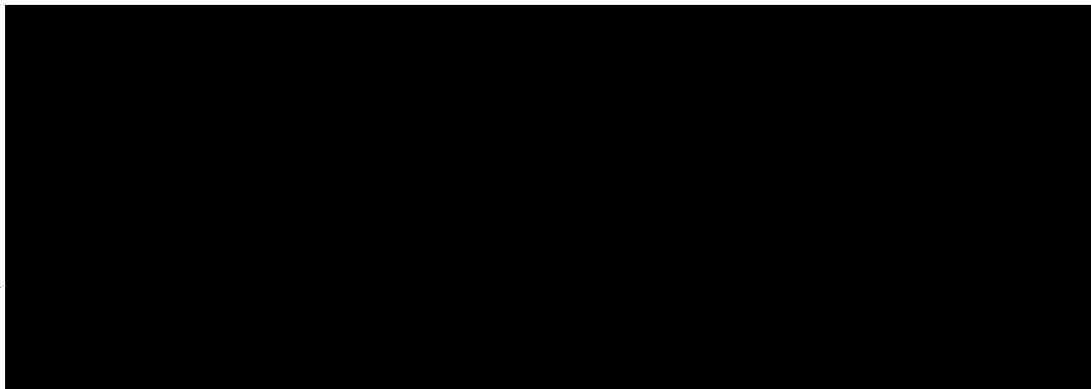
(2) The Area TSCO was under the impression that final disposition of a document should be entered on the log on which the document was entered upon receipt in the OGC Area. The examiner explained that all transactions wherein a document moves outside an Area should be entered on the current weekly log in order that the copy of the log sent to Central TSCO will reflect the document's movement. The Area TSCO agreed to follow this procedure in the future.

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-2-

b. Security Hazards:



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c. Unique Problems:

(1) OGC receives TS documents from OSS Archives (OSO) for study and return to OSS Archives. The Area TSCO advises that these documents do not have CIA control numbers and are not covered by CIA cover sheets. The Area TSCO requests advice as to whether either OSS Archives or OGC should assign control numbers and attach cover sheets.

d. General Problems:

(1) Documents occasionally arrive in OGC direct from outside agencies and are assigned an OGC control number. Later, OGC learns that the same document has arrived elsewhere in CIA and has been assigned an Area control number. Solution to this problem has been recommended in a previous report.

4. CONCLUSIONS:

The examiner was accorded the courtesy and cooperation which have been received throughout this survey. This Area serves only 22 people, has originated only 20 documents since August 1951, and handles a maximum volume of 5 TS documents per week, usually less. Its problems were, in the main, minor and capable of on-the-spot solution.

The Area TSCO queried the receipt of unnumbered cables from the Cable Center, OCD, and requested instructions as to the best method of control. Inasmuch as the Cable Center is not embraced by this survey, the examiner made no suggestions. The problem is mentioned in the event action is deemed desirable by the recipient.

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-3-

5. ACTION RECOMMENDED:

The examiner believes that it is not desirable to assign CIA numbers and cover sheets to CSS documents. Since these documents move only between CSS Archives and OCC, it is recommended that separate controls should be maintained and the movement of these documents should not be entered on the weekly log sent to Central TSCO.

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CONCURRENCES:

[REDACTED]
CIA Top Secret Control Officer

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[REDACTED]
W. L. Peel
Chief, Organization and Methods Service

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